

IC 25-8-15

Chapter 15. Continuing Education

IC 25-8-15-1

Requirements

Sec. 1. (a) Except as provided in section 9 of this chapter and in IC 25-8-16, a cosmetology professional shall complete sixteen (16) hours of continuing education before the end of each license renewal period that begins after August 1, 1996.

(b) A person who holds more than one (1) license under this article does not have to complete more continuing education hours than are required for one (1) license.

As added by P.L.239-1995, SEC.7.

IC 25-8-15-2

Approval of courses; application requirements

Sec. 2. (a) An educational institution, organization, or individual that wants to offer continuing education courses must apply to the board for approval of each course.

(b) The application must include the following information:

- (1) The names and qualifications of the faculty for each course.
- (2) The applicant's experience with presenting continuing education courses.
- (3) Course outlines for the subjects to be offered.
- (4) A tentative schedule of classes.
- (5) The fee to be charged for each course.
- (6) Any other information requested by the board.

As added by P.L.239-1995, SEC.7.

IC 25-8-15-3

Fees

Sec. 3. The board may adopt rules for continuing education course fees.

As added by P.L.239-1995, SEC.7.

IC 25-8-15-4

Approval of courses; criteria

Sec. 4. (a) The board may approve only a continuing education course that meets at least one (1) of the following criteria:

- (1) Enhances the professional competency of cosmetology professionals.
- (2) Protects the public by providing health education, including education concerning acquired immune deficiency syndrome (AIDS) and the handling of chemicals.
- (3) Educates cosmetology professionals in the application of the laws and rules regulating the field of cosmetology.

(b) The board may approve a continuing education course that satisfies the requirements of this section.

As added by P.L.239-1995, SEC.7.

IC 25-8-15-5**Retention of attendance records**

Sec. 5. (a) For each continuing education course completed, the cosmetology professional shall retain for five (5) years a record of:

- (1) the number of hours spent in the continuing education course;
- (2) the subject matter presented;
- (3) the name of the sponsoring approved cosmetology educator;
- and
- (4) verification of attendance.

(b) When requested by the board, a cosmetology professional shall provide the board with a copy of each certificate of completion obtained under section 6 of this chapter for the previous five (5) years.

As added by P.L.239-1995, SEC.7.

IC 25-8-15-6**Certificate of completion**

Sec. 6. For each continuing education course presented, an approved cosmetology educator shall provide each cosmetology professional who completed the course with a certificate of completion.

As added by P.L.239-1995, SEC.7.

IC 25-8-15-7**Suspension and revocation of approval; hearing**

Sec. 7. (a) The board may suspend or revoke the approval of an approved cosmetology educator who fails to comply with the requirements of this chapter.

(b) The board shall conduct a hearing to suspend or revoke an approval under this section.

As added by P.L.239-1995, SEC.7.

IC 25-8-15-8**Renewal of license; proof of compliance**

Sec. 8. (a) Except as provided in section 9 of this chapter, the board may not renew the license of a cosmetology professional who fails to comply with the continuing education requirements of this chapter.

(b) If a cosmetology professional fails to provide the board with proof of compliance with the continuing education requirements of this chapter, the board shall notify the cosmetology professional in writing that the application for renewal is incomplete. The board may not renew the license until the board receives satisfactory proof of completion of the applicable continuing education requirements.

As added by P.L.239-1995, SEC.7.

IC 25-8-15-9**Application for waiver or modification of requirements; approval**

Sec. 9. (a) A cosmetology professional may apply in writing to the

board for a waiver or modification of the continuing education requirements if the cosmetology professional:

- (1) establishes that an emergency existed during the period for which the continuing education was required;
- (2) has had an incapacitating illness verified by the applicant and a licensed physician;
- (3) is licensed in another state that requires at least sixteen (16) hours of continuing education, and the cosmetology professional submits written verification to the board of compliance with the requirements of the other state; or
- (4) was prevented from completing the continuing education requirement because of active military duty during the period for which the continuing education was required.

(b) A waiver granted by the board for an emergency, an illness, or military service of less than one (1) year shall state that the continuing education requirement is cumulative and that the required education must be completed and satisfactory proof of completion must be filed with the board before the license may be renewed. All other waivers must contain a continuing education requirement as determined by the board on a waiver by waiver basis and must state that the required education must be completed and satisfactory proof of completion of the required education must be filed with the board before the license may be renewed.

As added by P.L.239-1995, SEC.7.

IC 25-8-15-10

Board attendance at courses; request for information and materials

Sec. 10. (a) A member of the board or a representative of the board may attend or monitor a continuing education course.

(b) An approved cosmetology educator shall provide the board with course information or materials requested by the board.

As added by P.L.239-1995, SEC.7.

IC 25-8-15-11

Rulemaking

Sec. 11. The board may adopt rules under IC 4-22-2 necessary to implement this chapter.

As added by P.L.239-1995, SEC.7.